



## **HONORS INTERN PROGRAM**

**FOR INFORMATION CONTACT:**

**Intern Program Specialist  
Email: [NCIS\\_Internships@ncis.navy.mil](mailto:NCIS_Internships@ncis.navy.mil)**

**Naval Criminal Investigative Service  
27130 Telegraph Road  
Quantico, VA 22134**

**[www.ncis.navy.mil](http://www.ncis.navy.mil)**

**13 August 2014**

## **WHO WE ARE:**

The Naval Criminal Investigative Service (NCIS) is the federal law enforcement agency charged with conducting investigations of felony-level offenses affecting the Navy and Marine Corps – that is, crimes punishable by confinement for more than one year. NCIS also performs investigations and operations aimed at identifying and neutralizing foreign intelligence, international terrorist, and cyber threats to the Department of the Navy. In addition, it provides warning of threats and specialized defensive force protection support to U.S. naval forces around the world.

NCIS is comprised of some 2,400 personnel in over 40 countries around the globe. The organization is roughly 90% civilian, and its cadre of federal agents – about half its total personnel – is 98% civilian.

Criminal investigation is at the foundation of virtually all the organization does, but the NCIS mission is broad. Transnational terrorism has been and remains a key focus area for the agency. The al Qaeda threat made clear to NCIS that merely reacting to crime – the traditional law enforcement model – was no longer adequate. After the attack on the USS Cole in Yemen in 2000 and the events of 9/11, NCIS adopted a proactive model of law enforcement and a new strategy for engaging the threat. Today, NCIS' mantra is: "Prevent Terrorism, Protect Secrets, and Reduce Crime."

For more information please visit the NCIS website: [www.ncis.navy.mil](http://www.ncis.navy.mil).

## **THE NCIS INTERNSHIP PROGRAM:**

The NCIS Internship Program is a dedicated hands-on experience designed to provide educationally related work assignments for students in a non-pay status. Based upon their background and experience, interns are assigned to functional areas such as criminal investigations, information systems, government relations and public affairs, administrative services, computer crimes, economic crimes, strategic planning, personnel services and operations, criminal intelligence, and forensic sciences.

**QUALIFICATIONS & ELIGIBILITY CRITERIA:** NCIS is seeking individuals who possess strong academic credentials, outstanding character, and a high degree of motivation. In order to be considered for the Program, individuals must meet the following criteria:

- ◆ Be currently enrolled not less than half time in a baccalaureate (JR/SR status\*) or graduate degree program at the time of application and at the time of internship (\***freshman/sophomore students may compete for specified positions in the administrative arena**);
- ◆ Maintain a minimum 3.0 cumulative grade point average (GPA) \*\* Students who do not meet the minimum GPA may apply; however, they must submit 2 strong letters of recommendation from professors or faculty members and must include a statement in their package explaining reasons for low grades/GPA.
- ◆ U.S. citizenship
- ◆ Favorable completion of criminal history checks and
- ◆ Favorable completion of National Agency Check with Written Inquiries (NACI).

**DISQUALIFIERS:** There are specific things that will automatically disqualify a student from consideration for the NCIS Student Internship Program. They are:

- ◆ Conviction of a felony;
- ◆ Use of illegal drugs. The NCIS is firmly committed to a drug free society and workplace. Students applying for the NCIS Internship Program must be considered **eligible for employment upon completion of their degree program**. The NCIS Employment Drug Policy is outlined on page 6. Please review this policy carefully. If you would NOT be considered eligible for employment upon completion of your degree program, then you should NOT apply for a student internship with the NCIS.

**PREFERRED MAJORS:** Applicants are accepted from a wide variety of academic backgrounds and disciplines. Although preferred majors may be annotated on the specific position descriptions, qualified candidates who exhibit excellent research, analytical and communication skills will be considered, regardless of academic major.

**PROGRAM TYPE:** Internship – voluntary/non-pay status

**PROGRAM DURATION:** The internship is a supervised experience for one semester. Internships may be extended for up to two additional semesters. Requests for extensions will be considered on a case by case basis. Assignments will not be effected for less than ten (10) weeks; in addition, total service from one individual will be limited to one academic year or the equivalent of nine calendar months within a period of two consecutive years.

**SCHEDULE:** Service may be full time or part time (minimum 16 hours/week). Students may work flexible hours (generally between 7:00 a.m. and 5:30 p.m.) Monday – Friday.

**POSITION LOCATIONS:** Positions are available in various NCIS offices worldwide. PLEASE NOTE: the NCIS does not furnish housing for interns and is unable to assist financially or logistically in securing housing.

**APPLICATION PROCESS:** As part of the competitive selection process, **all applicants** must submit the following:

- ❑ Cover letter that includes what position(s) you are applying for. Please state your top three (3) position choices in priority order.
- ❑ Resume (1-3 pages). Please make sure your anticipated graduation month and year is listed.
- ❑ Essay describing background, interests, objectives and motivation for participation in the Program (1-2 pages)
- ❑ Two (2) letters of recommendation (at least one from a faculty member)
- ❑ Transcripts. Official transcripts must be submitted. If you are a first year graduate student, you should submit a copy of your latest undergraduate transcript.
- ❑ Statement written by your school internship sponsor \* (see page 5)
- ❑ NCIS Background Security Questionnaire for Interns (see pages 7-10)
- ❑ Race & National Origin Identification Form (SF-181). This is an optional form and data is used for statistical purposes only. \*\* ([http://www.opm.gov/Forms/pdf\\_fill/sf181.pdf](http://www.opm.gov/Forms/pdf_fill/sf181.pdf))

- ✓ Please do not staple pages together
- ✓ One-sided printing only
- ✓ All application documents must be included in your application package. We do not accept items mailed separately.

**All application packages should be mailed to:**

Naval Criminal Investigative Service  
ATTN: Code 10D, Intern Program Specialist  
Russell-Knox Building  
27130 Telegraph Road  
Quantico, VA 22134

**Faxed and emailed applications will not be accepted.**

**APPLICATION DEADLINES:** Application packages must be received by the deadline dates indicated below. It is highly recommended that you submit your application package at least 4 weeks prior to the deadline. Applications received after the deadline will not be processed.

<b><u>Semester:</u></b>	<b><u>Deadline for receipt of application package:</u></b>	<b><u>Interview deadline:</u></b>
Fall	February 1st	March 7th
Spring	June 1st	July 7th
Summer	October 1st	November 7th

All applications will be screened to determine whether or not the minimum qualifications outlined on page two (2) have been met. All applicants will receive consideration and equal treatment without regard to race, color, religion, sex, age, national origin, or disability. A qualifications review will be conducted to determine the competitive status of each applicant. The following qualification factors will be taken into consideration:

- Resume
- Transcripts
- Writing skills
- Recommendations
- Relative work or internship experience
- Computer skills

**ON-SITE INTERVIEWS.**

Students who are recommended for further processing based upon the competitiveness of their application package will be advised via email to contact the respective NCIS office to schedule an on-site interview. **The interview is a required part of this highly competitive application process and any travel expenses incurred are the student's responsibility.**

After the interview, students will also get fingerprinted as part of the background check process.

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**PRELIMINARY SELECTION PROCESS:**

For NCIS field office positions, once applicant interviews have been completed and a selection (or selections) made, the Internship Coordinator at the respective NCIS field office will provide the NCISHQ Intern Program Specialist with the name(s) of the selectee(s) and will forward all supporting documentation (interview questions, interview evaluation sheet and fingerprint cards) to NCISHQ, Human Capital Development Department (Code 10D). The field office Internship Coordinator may make a provisional verbal offer to an applicant, providing that the applicant is also made aware of the requirement for a completion of a favorable suitability background investigation and that ultimately, the offer is not “official” until the selectee receives written notification of acceptance into the NCIS Internship Program from the NCISHQ, Human Capital Development Department. Upon accepting the internship offer, selectees will be provided guidance via email regarding paperwork that will need to be completed online. Part of the background suitability investigation includes a NACI, which typically takes 4-6 months to complete. A final offer is contingent upon favorable completion of NACI. Interns do not receive a security clearance.

The field office Internship Coordinator will also forward supporting documentation for non-selectees (interview questions, interview evaluation form, and fingerprint cards) to the NCISHQ, Human Capital Development Department (Code 10D).

**FINAL SELECTION PROCESS:**

NACI will be initiated by the Office of Personnel Management (OPM) and pending favorable results, selectees will receive an official offer of an internship position via email. If the selectee determines to accept the offer of a position, a welcome aboard package will be forwarded and will include specific reporting instructions.

Should review of the paperwork reveal that the applicant does not meet the eligibility requirements, or if criminal history checks are not completed favorably, the student will be notified via email of his/her non-selection for the Program. The notification email will use a standard template consisting of approved wording. At no time will any NCIS personnel offer additional verbal or written information regarding selection or non-selection.

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\* The respective school must be a partner in the internship, even if the student is not receiving academic credit (section 3111 of title 5, United States Code). Therefore the student and a school official or internship sponsor must sign an agreement. The “sponsor” will vary according to the system at the particular school. The appropriate person may be a central internship coordinator, a dean or department head, or a professor within the department who coordinates internships. The required “statement” regarding the sponsor is a short letter confirming his/her willingness to take that role and should provide contact information (title, phone number, email address and mailing address).

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## U.S. Naval Criminal Investigative Service Employment Drug Policy

The NCIS is firmly committed to a drug free society and workplace. Therefore, the unlawful use of drugs by NCIS employees will not be tolerated. Furthermore, applicants for employment with the NCIS who currently are using illegal drugs will be found unsuitable for employment. The NCIS does not condone any prior unlawful drug use by applicants. The NCIS realizes, however, some otherwise qualified applicants may have used drugs at some point in their past. The following policy sets forth the criteria for determining whether any prior drug use makes an applicant unsuitable for employment, balancing the needs of the NCIS to maintain a drug-free workplace and the public integrity necessary to accomplish its law enforcement mission. Applicants who do not meet these criteria should not apply for the position.

### CRITERIA

- A. An applicant who has used any illegal drug while employed in any law enforcement or prosecutorial position, or while employed in a position which carries with it a high level of responsibility or public trust, will be found unsuitable for employment.
- B. An applicant who is discovered to have misrepresented his/her drug history in completing the application will be found unsuitable for employment.
- C. An applicant who has sold any illegal drug for profit at any time will be found unsuitable for employment.
- D. An applicant who has used any illegal drug, other than marijuana, within the last ten years *or* engaged in more than limited experimental usage in his/her lifetime, will be found unsuitable for employment.
- E. An applicant who has used marijuana within the past three years *or* more than limited experimental usage during his/her lifetime, will be found unsuitable for employment.

To determine whether you meet the NCIS's drug policy, please answer the following questions:

- 1) Have you ever used an illegal drug (no matter how many times or how long ago) while in a law enforcement or prosecutorial position, or in a position which carries with it a high level of responsibility or public trust?
- 2) Have you ever sold any illegal drugs for profit?
- 3) Have you used any illegal drug, other than marijuana, at all in the past 10 years?
- 4) Have you used any illegal drug, other than marijuana, more than limited experimental use, in your lifetime?
- 5) Have you used marijuana at all within the last three years?
- 6) Have you used marijuana, more than limited experimental use, in your lifetime?

If you answered "YES" to any of these questions, you should not apply for the position. They are immediate disqualifiers.

## BACKGROUND SECURITY QUESTIONNAIRE

**Name:** \_\_\_\_\_

**Social Security Number:** \_\_\_\_\_

**Date and Place of Birth:** \_\_\_\_\_

**Respond to the following questions by circling the appropriate response. If you answer “yes” to any questions, please provide amplifying data to include dates, places, relationships, punishments, etc., in the space provided. If additional space is needed, use a blank sheet(s) of paper.**

1. Are you a U.S. citizen?	YES NO
2. Do you hold dual citizenship? If yes, what country other than the U.S.?	YES NO
3. Are you considered “ordinarily resident” of a NATO host nation? If yes, what country?  NOTE: A U.S. citizen who has resided continuously in a NATO host nation for more than one year without being employed by the U.S. government, or who, regardless of duration of residence, has obtained a host nation work permit, or otherwise demonstrated an intent to remain in the host nation beyond one year, is deemed to be “ordinarily resident” of that country.	YES NO
4. Are there any members of your immediate family who are not U.S. citizens? If yes, please provide the family member’s name, address & relationship to you.	YES NO
5. Would your past actions result in others characterizing you as indiscreet, unstable, or of questionable character?	YES NO
6. Do you have any reason to think that anyone would believe you to be disloyal to the United States?	YES NO
7. Have you ever been convicted of any criminal offense, other than a traffic infraction? If yes, please state the offense charges, the offense convicted of, the date of conviction, the punishment imposed and location of the Court.	YES NO

**BACKGROUND SECURITY QUESTIONNAIRE, CONTINUED****NAME:** \_\_\_\_\_

<p>8. Have you ever been arrested or detained or charged with any criminal offense that did not result in conviction? If yes, please state the specific conduct for which you were arrested or detained and the specific criminal offense charged. Explain how the matter was resolved (i.e., dismissal of charges, community service, etc.) In your response include the date, location &amp; entity that made the arrest, detention or charge.</p>	<p>YES NO</p>
<p>9. Have you ever been convicted of any offense by a military court? If yes, please state the offense charged, the offense convicted of, the date of the conviction, and the punishment imposed.</p>	<p>YES NO</p>
<p>10. Have you ever been the subject of a criminal investigation conducted by a military investigative agency? If yes, state the nature of the investigation.</p>	<p>YES NO</p>
<p>11. Have you ever been punished under Article 15 of the UCMJ? If yes, please state the offense charged and the date and punishment.</p>	<p>YES NO</p>
<p>12. Have you ever experienced any financial difficulty?</p>	<p>YES NO</p>
<p>13. Do you have any reason to believe that there is any unfavorable credit information about you on record with any credit bureau, business or court?</p>	<p>YES NO</p>
<p>14. Do you have a history of excessive or habitual use of alcohol?</p>	<p>YES NO</p>



**BACKGROUND SECURITY QUESTIONNAIRE, CONTINUED****NAME:** \_\_\_\_\_

15. Have you ever been charged with or convicted of drug possession, use or distribution?	YES NO
16. Have you ever experimented with drugs, including marijuana? If yes, what drug(s)? When was the last time you used the drug(s)?	YES NO
17. Are you now or have you ever been affiliated or associated with any organization, association, movement, group, or combination of persons advocating the overthrow of the American constitutional form of government, or which has adopted the policy of advocating or approving the commission of acts of force or violence to deny other persons their rights under the Constitution of the United States?	YES NO
18. Are you now or have you ever been affiliated or associated with any organization listed or described in item 17 as an agent, official or employee?	YES NO
19. Are you now or have you ever been associated with individuals, including relatives, who you know or have reason to believe are or have been members of any organization listed or described in item 17?	YES NO
20. Have you ever contributed to any organization listed or described in item 17?	YES NO
21. Have you ever been approached to engage in espionage or sabotage against the United States?	YES NO
22. Have you ever had any unauthorized contact with representatives of a foreign government?	YES NO
23. Have you ever been approached to give or sell any classified material to unauthorized persons?	YES NO
24. Have you ever been involved in a violation of security rules or loss or possible compromise of classified information?	YES NO
25. Have you ever been fired from or left a job under unfavorable circumstances?	YES NO

**BACKGROUND SECURITY QUESTIONNAIRE, CONTINUED****NAME:** \_\_\_\_\_

26. Have you ever resigned a job in lieu of termination?	YES NO
27. Have you ever been told you would be fired before resigning from a job?	YES NO
28. Did you ever resign, by mutual agreement, following allegations of misconduct or unsatisfactory performance?	YES NO

I certify that the entries made by me are true, complete and accurate to the best of my knowledge and belief and are made in good faith. I understand that a knowing and willful false statement on this form can be punished by fine or imprisonment or both. (U.S. Code, Title 18, Section 1001).

**Privacy Act Statement**

The Naval Criminal Investigative Service Headquarters (NCIS HQ) is conducting an inquiry regarding you as a result of your application for an Internship assignment. The Privacy Act of 1974 requires that each individual asked to provide personal information be advised of the following:

Under the authority of 5 U.S.C.301, information regarding (please print your name) \_\_\_\_\_ is requested in order to make a determination relating to your Internship application. The information provided by you will become a permanent part of your NCIS record if you are offered and accept an NCIS Internship position, or will be destroyed after one year if an Internship position is offered and declined or if you are not accepted for an Internship position with the NCIS. The information provided will not be divulged outside the Department of Defense without your written authorization other than to federal, state, and local law enforcement bodies for their required official use, and to other authorized regulatory agencies. You are not required to provide this information; however, failure to do so could result in the NCIS being unable to make a determination concerning your Internship application.

\_\_\_\_\_  
Applicant's Signature\_\_\_\_\_  
Date

## **NCIS FIELD OFFICE ASSIGNMENTS**

NOTE: Intern candidates who reside in or who attend the universities located within the respective Field Office geographic area of operations will be afforded priority consideration in the selection process.



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## TRAINING DEPARTMENT

**LOCAL ADDRESS:** Naval Criminal Investigative Service  
Federal Law Enforcement Training Center (FLETC)  
Townhouse 388C  
Glynco, GA 31524

**PREFERRED STATUS:** Freshman/Sophomore/Junior/Senior/Graduate Student

**PREFERRED MAJOR(S):** Business & Office Technology      Criminal Justice  
Computer Information Technology      General Studies  
Administrative Sciences      Management  
Business Administration

**DESCRIPTION:** The position is located within the **Training Department (Code 10B) located at the Federal Law Enforcement Training Center (FLETC), Brunswick, GA.** The Training Department is primarily responsible for identifying, facilitating, scheduling, and providing training that allows the Special Agents and Professional/Administrative staff to effectively and efficiently perform their jobs. The Training Department locates training sources; develops, schedules, and funds a wide variety of training programs; and is responsible for all administrative functions supporting student training.

**Candidates must be proficient with Windows operating systems and be familiar with Word, Excel, and PowerPoint. Experience using a variety of software applications and digital cameras is a plus.** Intern responsibilities may include, but are not limited to:

- Assist with class preparation (e.g., assist with student materials, pick-up and deliver training materials, classroom set-up, etc.).
- Take digital photographs of training scenarios, dignitaries, etc.
- Develop PowerPoint slideshows; video shows using digital media.
- Assist with the administration of Training (e.g., document preparation, filing, input into electronic databases, preparing briefing reports, etc.).
- Assist in various administrative functions (e.g., informing team members of scheduled meetings, tracking responses, preparing travel order requests, answering phones, etc.).
- Perform independent research, utilizing numerous open sources (e.g., Internet) to identify possible solutions and/or resources to meet identified specific program requirements.

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## PROTECTIVE OPERATIONS FIELD OFFICE

**LOCAL ADDRESS:** Joint Base Anacostia-Bolling  
Anacostia Annex, DC

**PREFERRED STATUS:** Junior/Senior/Graduate Student

**PREFERRED MAJOR (S):** Criminal Justice                      Social Sciences  
Administration of Justice                      Psychology

**DESCRIPTION:** The position is located in the **Protective Operations Field Office (POFO)**, Naval Criminal Investigative Service. The POFO is the Program Manager for all Department of Navy (DON) protective operations worldwide, providing on-site personal security to DON high risks persons (HRP) as well as providing real-time threat reporting and analysis as it pertains to DON HRPs. Interns assigned to the POFO will assist the Protective Intelligence Unit (PIU) and the NCISHQ Threat Management Unit (TMU) with reviewing and processing unsolicited communications, as well as monitoring open-source media and other PIU functions.

### Specific Duties

- Assist with reviewing unsolicited communications (letters, faxes, emails and other correspondences) to determine if threat is explicitly stated or indirectly implied
  - Enter relevant data into database
  - Scan and import copy of communication into database
- Review/monitor open source media for threat-related information pertaining to DON HRPs
- Author unclassified case studies on motorcade attacks and assassinations as training tools
- Assist with unclassified threat assessment research in support of Defense Foreign Liaison / Navy Foreign Liaison Office (DFLO/NFLO) missions

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# NCIS FIELD OFFICE CAROLINAS (CALE)

## - GENERAL CRIMES UNIT -

**LOCAL ADDRESS:** NCIS Field Office Carolinas Camp Lejeune NC  
H-32 Julian C. Smith Drive  
Camp Lejeune, NC 28547-1603

**PREFERRED STATUS:** Junior/Senior/Graduate Student

**PREFERRED MAJOR(S):** Criminal Justice Administration of Justice  
Forensic Science Political Science  
Economics Finance

**DESCRIPTION:** The position is located at the **NCIS Field Office Carolinas**. Position may include assignments in the Cold Case Squad, Special Operations Unit, and/or Economic Crimes Unit. Responsibilities may include, but are not limited to:

- Assist in obtaining local police reports of relevant incidents;
- Conduct daily review of pertinent law enforcement blotter entries to identify crime patterns and areas for potential effective operations;
- Assist in comprehensive review of outstanding death investigations to enhance efficiency and ensure Death Review Team (DRT) and Death Review Board (DRB) guidelines are maintained;
- Conduct evaluation of complex criminal investigations, developing timelines and potential investigative leads;
- Assist in preparation and presentation of various command briefs;
- Assist with maintaining crime scene equipment, including reorganization of the technical equipment locker and implementing means to maximize equipment utilization;
- Utilize databases to conduct research and to update manuals;
- Participate in investigative leads such as attending autopsies;
- Attend in-service training provided by the field office, including firearms familiarization.

## **NCIS FIELD OFFICE CAROLINAS (CALE)**

### **- Field Office Computer Specialist -**

**LOCAL ADDRESS:** NCIS Field Office Carolinas Camp Lejeune NC  
H-32 Julian C. Smith Drive  
Camp Lejeune, NC 28547-1603

**PREFERRED STATUS:** Junior/Senior/Graduate Student

**PREFERRED MAJOR(S):** Information Technology

**DESCRIPTION:** The position is located at the NCIS Field Office Carolinas. Position assignment will be with the Field Office Computer Specialist. Responsibilities may include, but are not limited to:

- Assist in basic PC hardware and software troubleshooting;
- Participate in basic Network troubleshooting;
- Printer maintenance and support, local and networked;
- Customer service to assist users with Microsoft OS and Office product support
- Escorting NMCI technical personnel and assisting users with obtaining support under NMCI contract;
- Log customer request in remedy database; follow up on NMCI ticket with help desk;
- Data Entry for assets management utilizing remedy database;
- Assist FCS with IT inventories and labeling equipment with serial numbers and classification markings

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# NCIS FIELD OFFICE CYBER OPERATIONS SAN DIEGO CA (CBPW)

## - CYBER UNIT –

**LOCAL ADDRESS:** NCIS Field Office Cyber Operations, San Diego CA  
3405 Welles St., Ste 1  
San Diego, CA 92136-5050

**PREFERRED STATUS:** Junior/Senior/Graduate Student

**PREFERRED MAJOR (S):** Computer Science      Computer Engineering  
Information Technology      Computer Forensics  
High Technology Crimes      Computer Security

**SECURITY CLEARANCE:** Must currently hold a SECRET or above

**DESCRIPTION:** The position is located at the **NCIS Field Office Cyber Operations, San Diego CA (CBPW)**. Responsibilities may include, but are not limited to:

- Review logs from access devices that support NCIS investigations;
- Software development with heavy emphasis programming in C and/or Python
- Building and administrating network architecture



# NCIS RESIDENT AGENCY CORPUS CHRISTI, TX (CNCC)

## - GENERAL CRIMES UNIT -

**LOCAL ADDRESS:** Building 39  
Naval Air Station  
Corpus Christi, TX 78419-5034

**PREFERRED STATUS:** Junior/Senior/Graduate Student

**PREFERRED MAJOR (S):** Criminal Justice                      Administration of Justice  
Forensic Sciences                      Political Science

**DESCRIPTION:** The position is located at the **NCIS Resident Agency Corpus Christi, TX**. Responsibilities may include, but are not limited to:

- Assist in obtaining local police reports of relevant incidents;
- Conduct daily review of pertinent law enforcement blotter entries to identify crime patterns and areas for potential effective operations;
- Assist in comprehensive review of outstanding death investigations to enhance efficiency and ensure Death Review Team (DRT) and Death Review Board (DRB) guidelines are maintained;
- Research and draft media-related articles to promote NCIS within the local community;
- Assist in preparation and presentation of various command briefs provided by CNCC;
- Assist with maintaining all crime scene equipment, including reorganization of the technical equipment locker and implementing means to maximize equipment utilization.

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# NCIS RESIDENT AGENCY GULFPORT MS (CNGF)

## - GENERAL CRIMES UNIT –

**LOCAL ADDRESS:** NCBC GULFPORT  
BLDG 60, RM 213  
Gulfport, MS. 39501

**PREFERRED STATUS:** Junior/Senior/Graduate Student

**PREFERRED MAJOR(S):** Criminal Justice      Administration of Justice  
Forensic Sciences      Political Science  
Behavioral Sciences      Psychology

**DESCRIPTION:** The position is located at the **NCISRA Gulfport MS, General Crimes Unit**. Student interns will be provided an overview of the NCIS criminal investigative and operational process within the CNGF area of operation. Responsibilities may include, but are not limited to:

- Assist in the preparation, documentation and dissemination of final investigative products;
- Conduct daily review of pertinent law enforcement blotter entries to identify crime patterns and areas for potential effective operations;
- Assist in preparation and presentation of various command briefs provided by CNGL;
- Assist with maintaining all crime scene equipment, including reorganization of the technical equipment locker and implementing means to maximize equipment utilization;
- Participate in liaison events with local law enforcement;
- Participate in firearms familiarization during quarterly firearms qualification evolutions;
- Participate in briefings and training programs of local commands regarding a variety of criminal issues.

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# NCIS RESIDENT AGENCY GREAT LAKES, IL (CNGL)

## - GENERAL CRIMES UNIT –

**LOCAL ADDRESS :** 2540A Paul Jones Street  
Great Lakes, IL. 60088

**PREFERRED STATUS:** Junior/Senior/Graduate Student

**PREFERRED MAJOR(S):** Criminal Justice      Administration of Justice  
Forensic Sciences      Political Science  
Behavioral Sciences      Psychology

**DESCRIPTION:** The position is located at the **NCISRA Great Lakes IL, General Crimes Unit**. Student interns will be provided an overview of the NCIS criminal investigative and operational process within the CNGL area of operation. Responsibilities may include, but are not limited to:

- Assist in the preparation, documentation and dissemination of final investigative products;
- Conduct daily review of pertinent law enforcement blotter entries to identify crime patterns and areas for potential effective operations;
- Assist in preparation and presentation of various command briefs provided by CNGL;
- Assist with maintaining all crime scene equipment, including reorganization of the technical equipment locker and implementing means to maximize equipment utilization;
- Participate in liaison events with local law enforcement;
- Participate in firearms familiarization during quarterly firearms qualification evolutions;
- Participate in briefings and training programs of local commands regarding a variety of criminal issues

# NCIS RESIDENT AGENCY PENSACOLA, FL (CNPf)

## - GENERAL CRIMES UNIT –

**LOCAL ADDRESS:** 821 San Carlos  
Building 3813  
Pensacola, FL 32508

**PREFERRED STATUS:** Junior/Senior/Graduate Student

**PREFERRED MAJOR (S):** Criminal Justice      Administration of Justice  
Forensic Sciences      Political Science

**DESCRIPTION:** The position is located at the NCIS Resident Agency Pensacola, FL.  
Responsibilities may include, but are not limited to:

- Assist in obtaining local police reports of relevant incidents;
- Conduct daily review of pertinent law enforcement blotter entries to identify crime patterns and areas for potential effective operations;
- Assist in comprehensive review of outstanding death investigations to enhance efficiency and ensure Death Review Panel (DRP) and Death Review Board (DRB) guidelines are maintained;
- Research and draft media-related articles to promote NCIS within the local community;
- Filing, copying, mailing and hand carrying NCIS Reports to local command representatives;
- Assist in preparation and presentation of various command briefs provided by CNPF;
- Assist with maintaining all crime scene equipment, including reorganization of the technical equipment locker and implementing means to maximize equipment utilization;
- Assist with monthly vehicle inspections and assure proper functionality and maintenance;
- Participate in liaison events with local law enforcement;
- Participate in firearms familiarization during quarterly firearms qualification evolutions.

# NCIS RESIDENT UNIT NEW ORLEANS LA (CNNR)

## - GENERAL CRIMES UNIT -

**LOCAL ADDRESS:** 400 Russell Ave, Bldg 557  
New Orleans, LA 70143

**PREFERRED STATUS:** Junior/Senior/Graduate Student

**PREFERRED MAJOR(S):** Criminal Justice      Administration of Justice  
Forensic Sciences      Political Science  
Behavioral Sciences      Psychology

**DESCRIPTION:** The position is located at the **NCISRU New Orleans LA, General Crimes Unit**. Student interns will be provided an overview of the NCIS criminal investigative and operational process within the CNGF area of operation. Responsibilities may include, but are not limited to:

- Assist in the preparation, documentation and dissemination of final investigative products;
- Conduct daily review of pertinent law enforcement blotter entries to identify crime patterns and areas for potential effective operations;
- Assist in preparation and presentation of various command briefs provided by CNGL;
- Assist with maintaining all crime scene equipment, including reorganization of the technical equipment locker and implementing means to maximize equipment utilization;
- Participate in liaison events with local law enforcement;
- Participate in firearms familiarization during quarterly firearms qualification evolutions;
- Participate in briefings and training programs of local commands regarding a variety of criminal issues.

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# NCIS FIELD OFFICE WASHINGTON DC (DCWA)

## -ECONOMIC CRIMES UNIT –

**LOCAL ADDRESS:**

Bldg 168  
2713 Mitscher Rd, SW; Suite 200  
Anacostia Annex, DC. 20373

**PREFERRED STATUS:**

Junior/Senior/Graduate Student

**PREFERRED MAJOR (S):**

Business	Criminal Justice	Economics
Finance	Computer Science	

**DESCRIPTION:** The position is located at [the NCIS Washington DC Field Office, Economic Crimes Unit](#). Responsibilities may include, but are not limited to:

- Analysis of contract/financial documentation;
- Contract reviews;
- Link analysis;
- Trial preparation of material for civil litigation;
- Internet inquiries;
- Database preparation/input;
- Major case organization;
- Participate in all NCISFO Washington DC intern events including various mission briefs, autopsy, and firearms familiarization.

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# NCIS FIELD OFFICE WASHINGTON DC (DCWA)

## - GENERAL CRIMES UNIT -

**LOCAL ADDRESS:** Bldg 168  
2713 Mitscher Rd, SW; Suite 200  
Anacostia Annex, DC. 20373

**PREFERRED STATUS:** Junior/Senior/Graduate Student

**PREFERRED MAJOR (S):** Criminal Justice Administration of Justice  
Forensic Sciences Political Science

**DESCRIPTION:** The position is located at the **NCIS Washington DC Field Office, General Crimes Unit**. Responsibilities may include, but are not limited to:

- Assist in obtaining local police reports of relevant incidents;
- Conduct daily review of pertinent law enforcement blotter entries to identify crime patterns and areas for potential effective operations;
- Assist in comprehensive review of outstanding death investigations to enhance efficiency and ensure Death Review Team (DRT) and Death Review Board (DRB) guidelines are maintained;
- Development and maintenance of a database to track all aspects of the NCIS Field Office Washington DC Agent Applicant Program;
- Research and draft media-related articles to promote NCIS within the local community;
- Assist in preparation and presentation of various command briefs provided by DCWA;
- Assist with maintaining all crime scene equipment, including reorganization of the technical equipment locker and implementing means to maximize equipment utilization;
- Participate in all NCISFO Washington DC intern events including various mission briefs, autopsy, and firearms familiarization.

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## NCIS RESIDENT AGENCY QUANTICO VA (DCQV)

**LOCAL ADDRESS:** Naval Criminal Investigative Service  
Resident Agency Quantico VA  
P.O. Box 1863  
Range Road, Marine Corps Base  
Quantico, VA 22134-0863

**PREFERRED STATUS:** Junior/Senior/Graduate Student

**PREFERRED MAJOR (S):** Criminal Justice Administration of Justice  
Forensic Sciences Political Science

**DESCRIPTION:** The position is located at the **NCIS Resident Agency Quantico, VA**. Responsibilities may include, but are not limited to:

- Assist in obtaining local police reports of relevant incidents;
- Conduct daily review of pertinent law enforcement blotter entries to identify crime patterns and areas for potential effective operations;
- Assist in comprehensive review of outstanding death investigations to enhance efficiency and ensure Death Review Team (DRT) and Death Review Board (DRB) guidelines are maintained;
- Research and draft media-related articles to promote NCIS within the local community;
- Assist in preparation and presentation of various command briefs provided by DCQV;
- Assist with maintaining all crime scene equipment, including reorganization of the technical equipment locker and implementing means to maximize equipment utilization;
- Participate in all NCISFO Washington DC intern events including various mission briefs, autopsy, and firearms familiarization.



## **NCIS Resident Unit Bethesda, MD (DCBE)**

### **- GENERAL CRIMES UNIT -**

**LOCAL ADDRESS:** 8901 WISCONSIN AVENUE  
BUILDING 1  
12TH FLOOR, STE 12156  
BETHESDA, MD 20889-5601

**PREFERRED STATUS:** Junior/Senior/Graduate Student

**PREFERRED MAJOR (S):** Criminal Justice / Administration of Justice  
Forensic Sciences / Political Science

**DESCRIPTION:** The position is located at the **NCISRU Bethesda office**. Responsibilities may include, but are not limited to:

- Assist in obtaining local police reports of relevant incidents;
- Conduct daily review of pertinent law enforcement blotter entries to identify crime patterns and areas for potential effective operations;
- Assist in comprehensive review of outstanding death investigations to enhance efficiency and ensure Death Review Team (DRT) and Death Review Board (DRB) guidelines are maintained;
- Research and draft media-related articles to promote NCIS within the local community;
- Assist in preparation and presentation of various command briefs provided by DCBE;
- Participate in all NCISFO Washington DC/DCBE intern events including various mission briefs, autopsy, and firearms familiarization.

# NCIS FIELD OFFICE WASHINGTON DC (DCWA)

## - Intelligence Unit –

**LOCAL ADDRESS:** Bldg 168  
2713 Mitscher Rd, SW; Suite 200  
Anacostia Annex, DC 20373

**PREFERRED STATUS:** Junior/Senior/Graduate Student

**PREFERRED MAJOR (S):** Accounting                      Business Administration  
Criminal Justice                      Economics  
Finance                      Political Science

**DESCRIPTION:** The analyst position is located in the NCIS Washington Field Office (DCWA), Naval Criminal Investigative Service. The intern will report to the field office's intelligence unit and assist the Economic Crimes Unit with analysis in support of procurement-related fraud investigations and operations. Responsibilities may include, but are not limited to:

- Review contracts and related documents/records (e.g., product quality deficiency reports and corrective action requests) pertaining to select DON programs and/or economic crimes investigations;
- Conduct relational/link analysis of identified elements of interest as well as open source research;
- Identify any anomalies or trends (based on current or historical cases, as assigned) for potential leads and trends analysis, and contribute to interview preparation;
- Prepare summaries of data and develop methods to analyze data and present findings in an understandable format;
- Assist in the preparation and presentation of various briefs (e.g., for NCIS leadership and the Assistant U.S. Attorney);
- Coordinate and liaison with other intelligence analysts, particularly those covering economic crimes and DOD supply chain risk management;
- Receive unclassified training and mentorship opportunities from NCIS intelligence professionals;
- Participate in all NCISFO Washington DC intern events including various mission briefs, autopsy, and firearms familiarization.

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# NCIS FIELD OFFICE WASHINGTON DC (DCWA)

## - FORENSIC SCIENCES DIVISION –

**LOCAL ADDRESS:** BLDG 168  
2713 Mitscher Rd, SW; Suite 200  
Anacostia Annex, DC. 20373

**PREFERRED STATUS:** Junior/Senior/Graduate Student

**PREFERRED MAJOR (S):** Criminal Justice      Administration of Justice  
Forensic Sciences      Political Science

**DESCRIPTION:** The position is located at the **NCIS Washington DC Field Office, Forensic Sciences Division**. Responsibilities may include, but are not limited to:

- Utilizing various online and print resources/databases to identify and track information pertinent to crime scene response and Forensic Consultant Utilization;
- Conduct daily review of pertinent law enforcement blotter entries to identify crime patterns and areas for potential effective operations;
- Assist in comprehensive review of outstanding death investigations to enhance efficiency and ensure Death Review Team (DRT) and Death Review Board (DRB) guidelines are maintained;
- Computer-based assignments utilizing spreadsheets to input case related information, lab results, and case outcomes;
- Compile powerpoint presentations summarizing forensic aspects of cases;
- When possible, respond to crime scenes with the forensic consultants to observe;
- Assume responsibility for all crime scene equipment, including reorganization of the technical equipment locker and implementing means to maximize equipment utilization;
- Participate in all NCISFO Washington DC intern events including various mission briefs, autopsy, and firearms familiarization.

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# NCIS FIELD OFFICE EUROPE (EUNA)

## - GENERAL CRIMES DEPARTMENT -

**\* Positions limited to applicants who currently have access to the overseas base location. \***

**LOCAL ADDRESS:** Naval Criminal Investigative Service  
European Field Office Naples, Italy  
Admin II, Suite 1005  
Viale Fulco Ruffo di Calabria  
Aeroporto di Capodichino  
80144 Napoli

**PREFERRED STATUS:** Senior/Graduate Student

<b>PREFERRED MAJOR (S):</b>	Criminal Justice	Administration of Justice
	Forensic Sciences	Political Science
	Behavioral Sciences	Foreign Language(s)
	Computer Science	Information Technology

**DESCRIPTION:** The position is located at the **NCIS Europe Field Office, Naples, Italy, General Crimes Department**. Responsibilities may include, but are not limited to:

- Assist in obtaining local police reports of relevant incidents;
- Conduct daily review of pertinent law enforcement blotter entries to identify crime patterns and areas for potential effective operations;
- Review, on a daily basis, all journal entries that are written by NSA Security and extrapolate all pertinent information for inclusion into the EUNA Criminal Threat Assessment;
- Assist in preparation and presentation of various command briefs provided by EUNA;
- Assist with maintaining all crime scene equipment, including reorganization of the technical equipment locker and implementing means to maximize equipment utilization;
- Participate in all NCISFO Naples intern events including carrier tour, autopsy, firearms familiarization;
- Accompany NCISFO personnel in the support of ship port visits;
- Filing, copying, mailing and hand carrying NCIS Reports to local command representatives;
- Establish and maintain minor property inventory accounts;
- Conduct DRMO delivery, pickup and accounting;
- Participate in briefings and training programs of local commands regarding Domestic Violence Unit (DVU) issues.

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## NCIS FIELD OFFICE FAR EAST YOKOSUKA (FEYK)

**\* Positions limited to applicants who currently have access to the overseas base location. \***

**LOCAL ADDRESS:** NCIS Field Office Far East Yokosuka  
Training and Administration Building 1997  
Yokosuka Navy Base Japan

**PREFERRED STATUS:** Junior/Senior/Graduate Student

**PREFERRED MAJOR (S):** Criminal Justice                      Political Science  
International Studies                      Behavioral Sciences

**DESCRIPTION:** The position is located at the **NCIS Field Office (NCISFO), Yokosuka, Japan (FEYK)**. Responsibilities may include, but are not limited to:

- Research cooperating witness programs, initiative operations programs, Japanese Status of Forces Agreement (SOFA) and constitutional issues to create a “rule of thumb” guide for conducting operational activity in Japan;
- Review pending death investigations for compliance with Criminal Plan objectives prior to referral to the Death Review Board (DRB);
- Review pending investigations to determine suitability for referral to the NCIS Threat Management Unit (TMU);
- Attend and become capable of assisting in conducting child pornography awareness and prevention briefings to serviced commands;
- Serve as an assistant to the Major Crime Scene Response Team (MCRT) leader; become familiar with and ensure necessary equipment, literature, forms and other materials are maintained at the ready for a call-out. Attend call-outs as appropriate;
- Assist in scheduling, planning and administering MCRT training. Document training;
- Serve as an assistant to the Domestic Violence Unit (DVU) coordinator; assist in providing training and pre-coordinate DVU responses with members of the Commander Fleet Activity Yokosuka (CFAY).

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## NCIS RESIDENT AGENCY MARIANAS, GUAM (FEMI)

**\* Positions limited to applicants who currently have access to the overseas base location. \***

**LOCAL ADDRESS:** Naval Criminal Investigative Service  
Resident Agency Marianas  
Building 2, Second Floor  
Naval Support Activity  
Santa Rita, Guam 96915

**PREFERRED STATUS:** Junior/Senior/Graduate Student

**PREFERRED MAJOR (S):** Criminal Justice                      Political Science  
International Relations                      Administration of Justice

**DESCRIPTION:** The position is located at the **NCIS Resident Agency (NCISRA) Marianas, Guam**. Responsibilities include the following:

- Assist in the input, maintenance, and analysis of information related to an antiterrorism and force protection (AF/FP) database locally established and administered by NCISRA Marianas;
- Conduct daily reviews of base police blotter entries to identify crime trends and areas for potential proactive enforcement operations;
- Assist in the preparation of historical case files for archiving;
- Assist in various administrative functions;
- Assist in the tracking and maintenance of NCISRA Marianas monthly case metrics;
- Assist in the presentation of command briefings related to general criminal and counter-terrorism awareness;
- Organize the office technical equipment locker, to include establishment of an inventory system to track stocks of expendable crime scene equipment;
- Research and draft media related articles to promote NCIS within the local community;
- Participate in firearms familiarization during quarterly firearms qualification evolutions;
- Attend autopsies with case agent(s) on NCISRA Marianas controlled death investigations.

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## NCIS RESIDENT AGENCY OKINAWA (FEOK)

**\* Positions limited to applicants who currently have access to the overseas base location. \***

**LOCAL ADDRESS:** Naval Criminal Investigative Service  
Resident Agency Okinawa  
Building #497  
Camp Foster, Okinawa, Japan

**PREFERRED STATUS:** Junior/Senior/Graduate Student

**PREFERRED MAJOR (S):** Forensic Sciences      Criminal Justice  
Behavioral Science      Administration of Justice

**DESCRIPTION:** The position is located at the **NCIS Resident Agency (NCISRA) Okinawa, Japan**. Students assigned to this position will:

- Be provided instruction, practice and observation on the investigative process, including, but not limited to: investigative planning, basic crime scene processing skills (i.e., photography, fingerprinting, impression evidence and casting), report preparation and submission and force protection operations. The student intern will also participate in ongoing research and/or initiative projects.
- Attain a working knowledge of the following computer programs related to crime scenes:
  - 1) 3-D Eyewitness crime scene sketching program
  - 2) Poser 3 diagramming of a body (death scene or assault)
  - 3) Faces (composites of faces for identification purposes);
- Conduct literature searches and other research on forensic related topics and current criminal trend analysis;
- Conduct an inventory of FEOK crime scene supplies;
- Attend (for observation purposes) Major Crime Scene Response Team (MCRT) call-outs as appropriate;
- Attend (for observation purposes) Post Mortem examinations and when appropriate forensic sexual assault examinations;
- Participate in any other instructional opportunities as may be identified during intern assignment to NCISRA Okinawa.

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## NCIS FIELD OFFICE HAWAII (HIHN)

### - FIELD OFFICE SUPPORT OFFICE -

**LOCAL ADDRESS:** NCIS Field Office Hawaii  
449 South Avenue  
Pearl Harbor, HI 96860-4988

**PREFERRED STATUS:** Freshman/Sophomore/Junior/Senior/Graduate Student

**PREFERRED MAJOR (S):** Business Administration      Business Management  
Business & Office Technologies  
Administrative Sciences      Criminal Justice  
General Studies

**DESCRIPTION:** The position is located at the **NCIS Field Office (NCISFO) Hawaii, Office of the Field Office Support Officer (FOSO)**. The FOSO serves as the Administrative Officer for the Field Office with responsibility for management oversight and direction of administrative and technical functions that support the operational and investigative mission of the field office and subordinate offices. FOSO responsibilities include interpreting administrative policies/procedures, developing and implementing local policies/procedures in accordance with guidance received from NCIS Headquarters subject matter experts, defining administrative requirements, applying new policies, providing advice on requirements, maintaining administrative systems and preparing administrative paperwork. Qualified intern candidates will possess excellent communication, interpersonal, organizational, research and analytical skills. Intern responsibilities will include, but are not limited to:

- Assist in maintaining PARIS database for Field Office;
- Develop, implement and maintain Field Office government vehicle database;
- Establish and maintain Field Office supply inventory and tracking;
- Assist in tracking and maintenance of Field Office monthly case metrics;
- Assist in various administrative functions.



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# NCIS FIELD OFFICE HAWAII (HIHN)

## - GENERAL CRIMES DIVISION -

**LOCAL ADDRESS**

NCIS Field Office Hawaii  
449 South Avenue  
Pearl Harbor, HI 96860-4988

**PREFERRED STATUS:**

Junior/Senior/Graduate Student

**PREFERRED MAJOR (S):**

Criminal Justice	Administration of Justice
Forensic Sciences	Political Science
Economics	Finance

**DESCRIPTION:** The position is located at the **NCIS Hawaii Field Office**. Position may include assignments in the Cold Case Squad, Special Victims Unit, Economic Crimes Unit, and/or Initiative Operations Squad. Responsibilities may include, but are not limited to:

- Assist in obtaining local police reports of relevant incidents;
- Conduct daily review of pertinent law enforcement blotter entries to identify crime patterns and areas for potential effective operations;
- Assist in comprehensive review of outstanding death investigations to enhance efficiency and ensure Death Review Team (DRT) and Death Review Board (DRB) guidelines are maintained;
- Conduct evaluation of complex criminal investigations, developing timelines and potential investigative leads;
- Assist in preparation and presentation of various command briefs;
- Assist with maintaining crime scene equipment, including reorganization of the technical equipment locker and implementing means to maximize equipment utilization;
- Utilize databases to conduct research and to update manuals;
- Participate in investigative leads such as attending autopsies;
- Attend in-service training provided by the field office, including firearms familiarization.

# NCIS MIDDLE EAST FIELD OFFICE- BAHRAIN (MEBJ)

## – GENERAL CRIMES/FORCE PROTECTION –

**\* Position limited to applicants who currently have access to the overseas base location. \***

**LOCAL ADDRESS:** NCIS Middle East Field Office  
PSC 851 Box 520  
FPO AE 09834

**PREFERRED STATUS:** Junior/Senior/Graduate Student

**PREFERRED MAJOR (S):** Criminal Justice      Administration of Justice  
Forensic Sciences      Political Science  
Behavioral Sciences      Psychology  
International Studies      Foreign Language- Arabic

**DESCRIPTION:** The position is located at the **NCIS MIDDLE EAST Field Office- BAHRAIN**. Position may include assignments in the General Crimes Unit, Force Protection Squad, and Threat Mitigation Unit.

Responsibilities may include, but are not limited to:

- Assist in obtaining reports of relevant incidents with a USN/USMC nexus;
- Conduct daily review of pertinent information and reports in order to identify crime/intelligence patterns with a USN/USMC nexus as well as areas for potential effective operations;
- Assist in the planning and execution of Port Visit Support missions;
- Assist in the preparation and presentation of various command briefs provided by MEFO;
- Assist in the planning of protective operations;
- Assist with maintaining all crime scene and office equipment;
- Assist with analysis as appropriate and consistent with approved access;
- Attend call-outs as appropriate;
- Assist in the preparation of historical case files for archiving;
- Assist in various administrative functions;
- Attend and become capable of assisting in conducting a variety of crime reduction campaign awareness and prevention briefings to serviced commands;
- Research and draft media related articles to promote NCIS within the local community;
- Assist with routine administrative duties to include but not limited to: monthly vehicle inspection, preparation of correspondence, creating copies of case files for dissemination outside of NCIS.

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# NCIS RESIDENT AGENCY DUBAI, UAE (MEDB)

## - GENERAL CRIMES/FORCE PROTECTION –

**\*Position limited to applicants who currently have access to the overseas location and meet eligibility criteria to gain admittance to the required areas within the United States Consulate.\***

**LOCAL ADDRESS:** NCIS Resident Agency Dubai  
U.S. Consulate General  
First Street, Umm Hurair 1  
Dubai, United Arab Emirates

**PREFERRED STATUS:** Junior/Senior/Graduate Student

**PREFERRED MAJOR (S):** Criminal Justice      Administration of Justice  
Forensic Sciences      Political Science  
Behavioral Sciences      Psychology      International Studies

**DESCRIPTION:** The position is located at the **NCIS Resident Agency in Dubai, UAE.**

Responsibilities may include, but are not limited to:

- Assist in obtaining reports of relevant incidents with a USN/USMC nexus;
- Conduct daily review of pertinent information and reports in order to identify crime/intelligence patterns with a USN/USMC nexus as well as areas for potential effective operations;
- Assist in the planning and execution of Port Visit Support missions;
- Assist in the preparation and presentation of various command briefs provided by MEDB;
- Assist in the planning of protective operations;
- Assist with maintaining all crime scene and office equipment
- Assist with analysis as appropriate and consistent with approved access;
- Attend call-outs as appropriate;
- Assist in conducting closed case file inventories;
- Assist with routine administrative duties to include but not limited to: monthly vehicle inspection, preparation of correspondence, escorting of guests to and from ports of entry and creating copies of case files for dissemination outside of NCIS;
- Assist the office with appropriate Consulate duties and liaison.

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## NCIS FIELD OFFICE CAMP PENDLETON CA (MWPE)

### - ADMINISTRATIVE AND GENERAL CRIMES UNITS –

**LOCAL ADDRESS:** Bldg 120  
101 De Luz Road  
Camp Pendleton, CA 92055

**PREFERRED STATUS:** Junior/Senior/Graduate Student

**PREFERRED MAJOR (S):** Criminal Justice      Administration of Justice  
Forensic Sciences

**DESCRIPTION:** The position is located at the **NCIS MARINE CORP WEST Field Office, Camp Pendleton, CA, Administrative and General Crimes Unit**. Responsibilities may include, but are not limited to:

- Assist in transcribing Subject interviews for Agents
- Assist in the Administrative processing of investigations
- Research and gathering of statistical data for monthly reports
- Assist in preparation of various excel spread sheets for statistical reports
- Assist in the preparation, documentation and dissemination of final investigative products
- Utilize databases to conduct research and to update manuals
- Participate in investigative leads such as attending autopsies

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# NCIS RESIDENT AGENCY MIRAMAR (MWMM)

## - ADMINISTRATIVE AND GENERAL CRIMES UNITS –

**LOCAL ADDRESS:** BLDG 7208 GONSALVES  
MCAS MIRAMAR, CA 92145

**PREFERRED STATUS:** Junior/Senior/Graduate Student

**PREFERRED MAJOR (S):** Criminal Justice Administration of Justice  
Forensic Sciences

**DESCRIPTION:** The position is located at the **NCISRA MIRAMAR, MCAS MIRAMAR, CA, in Administrative and General Crimes**. Responsibilities may include, but are not limited to:

- Assist in transcribing subject interviews for Agents
- Assist in the administrative processing of investigations
- Research and gathering of statistical data for monthly reports
- Assist in preparation of various excel spread sheets for statistical reports
- Assist in the preparation, documentation and dissemination of final investigative products
- Utilize databases to conduct research and to update manuals
- Participate in investigative leads such as surveillance and meetings.
- Assist in preparation and presentation of various command briefs provided by MWMM.
- Assist with maintaining all crime scene equipment, including reorganization of the technical equipment locker and implementing means to maximize equipment utilization
- Participate in all MWPE intern events including various mission briefs, autopsy, and firearms familiarization.
- Assist in obtaining local police reports of relevant incidents
- Making copies of recorded interviews/interrogations
- Special assignments from SSA

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# NCIS NORTHEAST FIELD OFFICE NEWPORT RI (NENP)

## - GENERAL CRIMES -

**LOCAL ADDRESS:** NCIS Northeast Field Office  
344 Meyerkord Avenue, 3<sup>rd</sup> Floor  
Newport, RI 02841-1607

**PREFERRED STATUS:** Junior/Senior/Graduate Student

**PREFERRED MAJOR (S):** Criminal Justice      Administration of Justice  
Forensic Sciences      Political Science  
Behavioral Sciences      Psychology

**DESCRIPTION:** The position is located at the **NCIS Northeast Field Office Newport RI**. Responsibilities may include, but are not limited to:

- Assist in obtaining local police reports of relevant incidents;
- Conduct daily review of pertinent law enforcement blotter entries to identify crime patterns and areas for potential effective operations;
- Assist in comprehensive review of outstanding death investigations to enhance efficiency and ensure Death Review Board (DRB) guidelines are maintained;
- Research and draft media-related articles to promote NCIS within the local community;
- Assist in preparation and presentation of various command briefs provided by NENP;
- Assist with maintaining all crime scene equipment, including reorganization of the technical equipment locker and implementing means to maximize equipment utilization;
- Participate in all NENP intern events including USN Ship tours, autopsy, and firearms familiarization;
- Assist in the development and implementation of a database for the collection of crime statistics and force protection information for analysis;
- Develop, implement and maintain a database of relevant operational issues involving educational anti-crime briefings;
- Track and disseminate Domestic Violence Unit (DVU) requests for Family Advocacy.

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# NCIS RESIDENT AGENCY NEW LONDON CT (NENL)

## - COMPUTER INVESTIGATIONS & OPERATIONS (CIO) -

**LOCAL ADDRESS:** Box 30 SUBASE/Bldg #98  
Groton, CT 06349-5030

**PREFERRED STATUS:** Junior/Senior/Graduate Student

**PREFERRED MAJOR (S):** Computer Sciences      Computer Engineering

**DESCRIPTION:** The position is located within the **Computer Investigations and Operations (CIO) Department** of the NCIS Resident Agency New London, CT. The primary focus of this department is information infrastructure protection for the Department of the Navy and investigating crimes involving digital evidence. The CIO supports computer related aspects of criminal and counterintelligence investigations and operations. Candidates should have a solid background in computer programming in a high-level language (C, HTML Java, or C++), various computer operating systems (WindowsX, Unix/Linux, DOS, MacOS), the ability to work individually, and knowledge of the field of Computer/Network Forensics. Depending on the candidate's interests and/or abilities, s/he may be asked to perform or assist in:

- Install, test, and implement various Windows and DOS based computer forensic software tools;
- Perform internet traces;
- Analysis of systems usage and intrusion logs;
- Trouble shoot systems (Unix/Linux, WindowsX);
- Documentation of systems and procedures;
- Perform original computer programming, web development, and scripting;
- Generate computer forensics reports;
- Participate in the planning stage leading up to the execution of search warrants;
- Observe interviews conducted to gather evidence in criminal investigations;
- Produce/update PowerPoint presentations designed to provide training to first responders to electronic crime scenes, system administration personnel, and computer users;
- Research, update, and document proper forensically sound seizure procedures for various operating systems.

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# NCIS RESIDENT AGENCY NEW LONDON CT (NENL)

## - GENERAL CRIMES -

**LOCAL ADDRESS:** Box 30 SUBASE/Bldg #98  
Groton, CT 06349-5030

**PREFERRED STATUS:** Junior/Senior/Graduate Student

**PREFERRED MAJOR (S):** Criminal Justice      Administration of Justice  
Forensic Sciences      Political Science  
Behavioral Sciences      Psychology

**DESCRIPTION:** The position is located at the **NCIS Resident Agency New London CT**. Responsibilities may include, but are not limited to:

- Assist in obtaining local police reports of relevant incidents;
- Conduct daily review of pertinent law enforcement blotter entries to identify crime patterns and areas for potential effective operations;
- Assist in comprehensive review of outstanding death investigations to enhance efficiency and ensure Death Review Board (DRB) guidelines are maintained;
- Research and draft media-related articles to promote NCIS within the local community;
- Assist in preparation and presentation of various command briefs provided by NENL;
- Assist with maintaining all crime scene equipment, including reorganization of the technical equipment locker and implementing means to maximize equipment utilization;
- Participate in all NENL intern events including USN Ship tours, autopsy, and firearms familiarization;
- Assist in the development and implementation of a database for the collection of crime statistics and force protection information for analysis;
- Develop, implement and maintain a database of relevant operational issues involving educational anti-crime briefings;
- Track and disseminate Domestic Violence Unit (DVU) requests for Family Advocacy.



# NCIS RESIDENT UNIT FT. DEVENS, MA (NEDV)

## -ECONOMIC CRIMES UNIT –

**LOCAL ADDRESS:** 4 Lexington Street  
Devens, MA 01434

**PREFERRED STATUS:** Undergraduate/Graduate Student

**PREFERRED MAJOR (S):** Business      Criminal Justice      Economics  
Finance      Computer Science      Accounting

**DESCRIPTION:** The position is located at [the NCIS Resident Unit Ft. Devens, MA-Economic Crimes Unit](#). Responsibilities may include, but are not limited to:

- Analysis of contract/financial documentation;
- Contract reviews;
- Link analysis;
- Trial preparation of material for civil litigation;
- Internet inquiries;
- Database preparation/input;
- Major case organization.

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# NCIS FIELD OFFICE NORFOLK VA (NFNF)

## - GENERAL CRIMES DEPARTMENT -

**LOCAL ADDRESS:** Naval Criminal Investigative Service  
Field Office Norfolk, VA  
1329 Bellinger Boulevard  
Norfolk, VA 23571

**PREFERRED STATUS:** Junior/Senior/Graduate Student

<b>PREFERRED MAJOR (S):</b>	Criminal Justice	Administration of Justice
	Forensic Sciences	Political Science
	Behavioral Sciences	Foreign Language(s)
	Economics	Finance

**DESCRIPTION:** The position is located at the **Naval Criminal Investigative Service Field Office (NCISFO) Norfolk VA, General Crimes Office**. Student interns will be provided an overview of all areas of the NCIS investigative and operational mission to include: Criminal investigations/operations, the Domestic Violence Unit (DVU), the Cold Case Squad, Force Protection operations and Fraud investigations. Responsibilities will include the following:

- Assist in obtaining local police reports of relevant incidents;
- Conduct daily review of pertinent law enforcement blotter entries to identify crime patterns and areas for potential effective operations;
- Assist in preparation and presentation of various command briefs provided by NFNF;
- Assist with maintaining all crime scene equipment, including reorganization of the technical equipment locker and implementing means to maximize equipment utilization;
- Accompany NCISFO personnel in support of ship port visits;
- Filing, copying, mailing and hand carrying NCIS reports to local command representatives;
- Establish and maintain minor inventory accounts;
- Assist in the preparation, documentation and dissemination of final investigative products;
- Participate in liaison events with local law enforcement;
- Assist in coordinating local college recruitment visits;
- Serve as the primary liaison point of contact between outer office and U-40 criminal squad via courier;
- Assist the NCISFO staff in various administrative/professional areas when time permits.

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**NCIS RESIDENT AGENCY LITTLE CREEK, VA (NFLC)****- DOMESTIC VIOLENCE UNIT -**

**LOCAL ADDRESS:** Naval Criminal Investigative Service Resident Unit  
Naval Amphibious Base Little Creek  
1430 Helicopter Road, Suite 210  
Norfolk, VA 23521-2929

**PREFERRED STATUS:** Junior/Senior/Graduate Student

**PREFERRED MAJOR (S):** Criminal Justice Behavioral Sciences  
Forensic Science Women's Studies  
Psychology Sociology  
Political Science

**DESCRIPTION:** This position is located within the **NCIS Field Office Norfolk VA (NFNF), Domestic Violence (DVU)**. Responsibilities may include, but are not limited to:

- Participate in the review of active case files;
- Assist in the maintenance and continued development of a DVU database;
- Liaison with area task forces, victim shelters, and local police department DVU's to promote the NCIS DVU mission;
- Research and draft media-related articles to promote NCIS within the local community;
- Observe interviews conducted by Special Agent personnel;
- Utilize the Internet and other resources to conduct research related to sex crimes and family violence.

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**NCIS FIELD OFFICE NORTHWEST (NWBG)  
NCIS RESIDENT AGENCY BREMERTON WA (NWBR)  
NCIS RESIDENT AGENCY EVERETT WA (NWEV)  
NCIS RESIDENT AGENCY WHIDBEY IS., WA (NWWH)**

**- GENERAL CRIMES -**

**LOCAL ADDRESS:** Naval Criminal Investigative Service Field Office  
Northwest  
1003 Sunfish Drive  
Silverdale, WA 98315

**PREFERRED STATUS:** Junior/Senior/Graduate Student

**PREFERRED MAJOR (S):** Criminal Justice      Administration of Justice  
Forensic Sciences      Political Science  
Behavioral Sciences      Psychology      Criminal Justice

**DESCRIPTION:** The position is located within the **NCIS Resident Agency offices at Bremerton, WA; Everett, WA; Whidbey Island, WA.** Responsibilities may include, but are not limited to:

- Assist in obtaining local police reports of relevant incidents;
- Conduct daily review of pertinent law enforcement blotter entries to identify crime patterns and areas for potential effective operations;
- Assist in comprehensive review of outstanding death investigations to enhance efficiency and ensure Death Review Board (DRB) guidelines are maintained;
- Research and draft media-related articles to promote NCIS within the local community;
- Assist in preparation and presentation of various command briefs provided by NWFO;
- Assist with maintaining all crime scene equipment, including reorganization of the technical equipment locker and implementing means to maximize equipment utilization;
- Participate in all NWFO intern events including USN Ship tours, autopsy, and firearms familiarization;
- Assist in the development and implementation of a database for the collection of crime statistics and force protection information for analysis;
- Develop, implement and maintain a database of relevant operational issues involving educational anti-crime briefings;
- Track and disseminate Domestic Violence Unit (DVU) requests for the Family Advocacy Program.

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## NCIS FIELD OFFICE SOUTHEAST MAYPORT FL (SEMP)

### - GENERAL CRIMES OFFICE –

**LOCAL ADDRESS:** Naval Criminal Investigative Service  
Field Office Mayport FL  
Building 299, Naval Station Mayport  
Mayport, FL 32228

**PREFERRED STATUS:** Junior/Senior/Graduate Student

**PREFERRED MAJOR (S):** Criminal Justice                      Administration of Justice  
Forensic Sciences                      Political Science

**DESCRIPTION:** The position is located at the **NCIS Field Office (NCISFO) Mayport FL, General Crimes Office**. Responsibilities will include the following:

- Assist in the preparation, documentation and dissemination of final investigative products;
- Conduct daily reviews of pertinent law enforcement blotter entries to identify crime patterns and areas for potential effective operations;
- Assist in obtaining local police reports of relevant incidents;
- Assist in comprehensive review of outstanding death investigations to enhance efficiency and ensure Death Review Team (DRT) and Death Review Board (DRB) guidelines are maintained;
- Research and draft media-related articles to promote NCIS within the local community;
- Assist in the preparation and presentation of various command briefs;
- Participate in liaison events with local law enforcement.

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## NCIS RESIDENT AGENCY GUANTANAMO BAY, CUBA (SEGT)

**\* Positions limited to applicants who currently have access to the overseas base location. \***

**LOCAL ADDRESS:** NCIS Resident Agency Guantanamo Bay, Cuba  
PSC 1005 Box 42  
FPO AE 09593  
011-5399-4140 Office

**PREFERRED STATUS:** Junior/Senior/Graduate Student

**PREFERRED MAJOR (S):** Criminal Justice                      Political Science  
International Studies                      Behavioral Sciences

**DESCRIPTION:** The position is located at the **NCIS Resident Agency Guantanamo Bay, Cuba (SEGT)**. Responsibilities may include, but are not limited to:

- Research cooperating witness programs, initiative operations programs, Review pending death investigations for compliance with Criminal Plan objectives prior to referral to the Death Review Panel (DRP);
- Attend and become capable of assisting in conducting child pornography awareness and prevention briefings, crime prevention briefs and sexual assault awareness briefs to serviced commands;
- Serve as an assistant to the Major Crime Scene Response Team (MCRT) leader; become familiar with and ensure necessary equipment, literature, forms and other materials are maintained at the ready for a call-out. Attend call-outs as appropriate;
- Assist in scheduling, planning and administering MCRT training. Document training;
- Assist in conducting unclassified closed case file inventories;
- Assist with routine administrative duties to include but not limited to: monthly vehicle inspection, preparation of correspondence, escorting of guests to and from air terminal and creating copies of case files for dissemination outside of NCIS;
- Assist in preparation and presentation of various command briefs provided by SEGT;
- Accompany NCISFO personnel in the support of ship port visits at Naval Station Guantanamo Bay, Cuba

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# NCIS RESIDENT AGENCY JACKSONVILLE FL (SEJX)

## - GENERAL CRIMES OFFICE -

**LOCAL ADDRESS:** Naval Criminal Investigative Service  
Resident Agency Jacksonville FL  
Building 8  
NAS Jacksonville, FL 32212

**PREFERRED STATUS:** Junior/Senior/Graduate Student

<b>PREFERRED MAJOR (S):</b>	Criminal Justice	Administration of Justice
	Forensic Sciences	Political Science
	Economics	Finance

**DESCRIPTION:** The position is located at the **NCIS Resident Agency (NCISRA) Jacksonville FL, General Crimes Office**. Student interns will be provided an overview of all areas of the NCIS investigative and operational mission to include: Criminal investigations/operations, the Domestic Violence Unit (DVU), the Cold Case Squad, Force Protection operations and Fraud investigations. Responsibilities will include the following:

- Assist in the preparation, documentation and dissemination of final investigative products;
- Assist in obtaining local police reports of relevant incidents;
- Assist in the development of training and conferences related to the criminal investigative arena;
- Research and draft media-related articles to promote NCIS within the local community;
- Assist in the development of and participate in NCIS training programs;
- Participate in the review of Domestic Violence Unit cases for presentation to the DVU Steering Committee;
- Participate in liaison events with local law enforcement.

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# NCIS RESIDENT AGENCY KINGS BAY GA (SEKB)

## - GENERAL CRIMES OFFICE -

**LOCAL ADDRESS:** Naval Criminal Investigative Service  
Resident Agency Kings Bay GA  
1350 Sunbird Avenue  
Kings Bay, GA 31547-2526

**PREFERRED STATUS:** Junior/Senior/Graduate Student

**PREFERRED MAJOR (S):** Criminal Justice Administration of Justice  
Forensic Sciences Political Science

**DESCRIPTION:** The position is located at the **NCIS Resident Agency (NCISRA) Kings Bay GA, General Crimes Office**. Responsibilities will include, but are not limited to, the following:

- Assist in the preparation, documentation and dissemination of final investigative products;
- Assist in obtaining local police reports of relevant incidents;
- Assist in the development of training and conferences related to the criminal investigative arena;
- Research and draft media-related articles to promote NCIS within the local community;
- Assist in the development of and participate in NCIS training programs;
- Participate in liaison events with local law enforcement.



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## NCIS FIELD OFFICE SOUTHWEST SAN DIEGO CA (SWND)

### - GENERAL CRIMES UNIT -

**LOCAL ADDRESS:** NCIS Field Office Southwest San Diego CA  
Box 368130  
3405 Welles St., Ste 1  
San Diego, CA 92136-5050

**PREFERRED STATUS:** Junior/Senior/Graduate Student

<b>PREFERRED MAJOR (S):</b>	Criminal Justice	Administration of Justice
	Forensic Sciences	Political Science
	Behavioral Sciences	Psychology

**DESCRIPTION:** The position is located at the **NCIS Field Office Southwest, San Diego CA (SWND)**. Responsibilities may include the following:

- Assist in obtaining local police reports of relevant incidents;
- Assist in the development and implementation of a database for the collection of crime statistics and force protection information for analysis;
- Conduct daily review of pertinent law enforcement blotter entries to identify crime patterns and areas for potential effective operations;
- Develop, implement and maintain a database of relevant operational issues involving educational briefings, detection and interdiction of Rave/Club drug narcotic activity within the Navy Commands and local areas with NCISFO San Diego's area of responsibility (AOR);
- Track and disseminate Domestic Violence Unit (DVU) requests for Family Advocacy.

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## NCIS FIELD OFFICE SOUTHWEST SAN DIEGO CA (SWND)

### - ECONOMIC CRIMES UNIT -

**LOCAL ADDRESS:** NCIS Field Office Southwest San Diego CA  
Box 368130  
3405 Welles St., Ste 1  
San Diego, CA 92136-5050

**PREFERRED STATUS:** Junior/Senior/Graduate Student

**PREFERRED MAJOR (S):** Criminal Justice                      Accounting  
Economics                                      Business Administration

**DESCRIPTION:** The position is located at the **NCIS Field Office Southwest, San Diego CA (SWND)**. Responsibilities may include the following:

- Assist in the review, collation, analysis, indexing of seized documents in major economic crimes investigations;
- Design or update computer databases used for indexing and collation of seized documents;
- Conduct relational analysis of seized data using computer data base models;
- Prepare summary reports of data;
- Develop a strategy to present data in an understandable format;
- Assist in the preparation and presentation of various briefs provided to the Assistant US Attorney;
- Develop innovative ideas and procedures to analyze and present the volumes of data pertinent to major procurement fraud or economic crime cases.

# NCIS RESIDENT AGENCY PORT HUENEME (SWPH)

**LOCAL ADDRESS:** Naval Criminal Investigative Service  
Resident Agency Port Hueneme CA  
4111 San Pedro Street, 2<sup>nd</sup> Floor East  
Port Hueneme, CA 93043-4372

**PREFERRED STATUS:** Junior/Senior/Graduate Student

**PREFERRED MAJOR (S):** Criminal Justice      Forensic Sciences      Psychology  
Political Science      Behavioral Sciences

**DESCRIPTION:** Responsibilities may include, but are not limited to:

- Assist in the preparation, documentation and dissemination of final investigative products;
- Conduct daily reviews of pertinent law enforcement blotter entries to identify crime patterns and areas for potential effective operations;
- Provide a comprehensive review of outstanding and closed death investigations to enhance efficiency and ensure Death Review Board (DRB) guidelines are maintained;
- Research and draft media-related articles to promote NCIS within the local community; assist in the preparation and presentation of various command briefs provided by SWPH;
- Assist with maintaining all crime scene equipment, including reorganization of the technical equipment locker and implementing means to maximize equipment utilization;
- Develop trend analysis for criminal activities within the field office area of responsibility (AOR);
- Assist in comprehensive review of outstanding death investigations to enhance efficiency and ensure Death Review Team (DRT) and Death Review Board (DRB) guidelines are maintained;
- Participate in liaison events with local law enforcement.

**NCIS RESIDENT AGENCY LOS ANGELES (SWLA)****- ECONOMIC CRIMES UNIT –**

**LOCAL ADDRESS:** NCISRA Los Angeles, CA  
800 Seal Beach Blvd., Bldg. 254  
Seal Beach, CA 90740

**PREFERRED STATUS:** Junior/Senior/Graduate Student

**PREFERRED MAJOR (S):** Fraud Examination                      Accounting  
Auditing    Forensic Accounting

**DESCRIPTION:** The position is located at the **NCIS Resident Agency Los Angeles (SWLA)**. Responsibilities may include the following:

- Assist in the review, collation, analysis, indexing of seized documents in major economic crimes investigations;
- Design or update computer databases used for indexing and collation of seized documents;
- Conduct relational analysis of seized data using computer data base models;
- Prepare summary reports of data;
- Develop a strategy to present data in an understandable format;
- Assist in the preparation and presentation of various briefs provided to the Assistant US Attorney;
- Develop innovative ideas and procedures to analyze and present the volumes of data pertinent to major procurement fraud or economic crime cases.